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Regn.No. KERBIL/2012/45073  
dated 2012-09-05 with RNI  
Reg No.KL/TV(N)/634/2021-2023

കേരള സർക്കാർ  
GOVERNMENT OF KERALA

# കേരള ഗസറ്റ് KERALA GAZETTE

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്  
PUBLISHED BY AUTHORITY

ചൊവ്വ, 2024 ഒക്ടോബർ 01

Tuesday, 01st October 2024

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Vol. XIII

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Part III

Labour Department

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GOVERNMENT OF KERALA

2024



**Labour Department****NOTIFICATION**

No. LCO/691/2024-EN4

Dated : 23.09.2024

In Exercise of the powers conferred by Sections 3 and 6 of the Kerala Right to Service Act, 2012, I, the Labour Commissioner Kerala hereby appoint Designated Officers, Appellate Authorities as mentioned in Column No. (5), (6), (7) and notify services, details of documents required, stipulated time limit as specified in Column No. (2), (3) and (4) in the schedule shown below.

**SCHEDULE**

| <i>Sl. No.</i> | <i>Name of Service/s</i>   | <i>Documents to be attached with the application form</i>                  | <i>Time Limit</i> | <i>Designated Officer</i>         | <i>Ist Appellate Authority</i> | <i>IInd Appellate Authority</i>                            |
|----------------|--|--|-------------------|-----------------------------------|--------------------------------|--|
| (1)            | (2)  | (3)  | (4)               | (5)                               | (6)                            | (7)  |
| 1              | Registration under Kerala Shops and Commercial Establishments Act, 1960            | Copy of Licence from local body, lease agreement, ID proof of the employer | 1 day             | Assistant Labour Officer Grade II | District Labour Officer (E)    | Regional Joint Labour Commissioner of the concerned region |
| 2              | Renewal of Registration under Kerala Shops and Commercial Establishments Act, 1960 | List of Employees  | Auto renewal      | Assistant Labour Officer Grade II | District Labour Officer (E)    | Regional Joint Labour Commissioner of the concerned region |



|   |   |   |              |  |  |                     |
|---|---|---|--------------|--|--|---------------------|
| 3 | Registration of Principle Employer under the Contract Labour (Regulation and Abolition) Act, 1970 | List of Contractors   | 15 days      | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|   |   |   |              | District Labour Officer (HQ) (In respect of whole State) | Labour Commissioner  | Labour Secretary    |
| 4 | License to the Contractor under the Contract Labour (Regulation and Abolition) Act, 1970          | Security Deposit, Certificate in Form V from the Principle Employer | 15 days      | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|   |   |   |              | District Labour Officer (HQ) (In respect of whole State) | Labour Commissioner  | Labour Secretary    |
| 5 | Renewal of license under the Contract Labour (Regulation and Abolition) Act, 1970                 | Original Licence, Certificate in Form V from the Principle Employer | Auto renewal | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|   |   |   |              | District Labour Officer (HQ) (In respect of whole State) | Labour Commissioner  | Labour Secretary    |



|   |   |   |         |                                   |                                    |  |
|---|---|---|---------|-----------------------------------|------------------------------------|--|
| 6 | Registration under the Building and Other Construction Workers (Regulation of Employment and conditions of Service) Act, 1996 | Copy of Building Permit   | 15 days | District Labour Officer (E)       | Regional Joint Labour Commissioner | Labour Commissioner  |
| 7 | Registration under the Trade Unions Act, 1926   | Bye Law, Treasury chalan, Attested Copies of Resolutions, schedule. I, II & III Membership Register, Identity proof of applicants | 60 days | District Labour Officer           | Regional Joint Labour Commissioner | Labour Commissioner  |
| 8 | Registration under Motor Transport Workers Act, 1961  | copy of RC Book   | 15 days | Assistant Labour Officer Grade II | District Labour Officer (E)        | Regional Joint Labour Commissioner of the concerned region |
| 9 | Renewal of registration under Motor Transport Workers Act, 1961   | Original Certificate copy of RC Book List of Employees  | 15 days | Assistant Labour Officer Grade II | District Labour Officer (E)        | Regional Joint Labour Commissioner of the concerned region |



|    |  |   |              |  |  |                     |
|----|--|---|--------------|--|--|---------------------|
| 10 | Registration under the Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979              | List of Contractors   | 15 days      | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|    |  |   |              | District Labour Officer (HQ) (In respect of whole State) | Labour Commissioner  | Labour Secretary    |
| 11 | License to the contractor under the Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 | Certificate in Form VI from the principal employer, copy of agreement | 15 days      | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|    |  |   |              | District Labour Officer (HQ) (In respect of whole State) | Labour Commissioner  | Labour Secretary    |
| 12 | Renewal of license to the contractor under the Inter State Migrant Workmen (Regulation of                                      | Certificate in Form VI from the principal employer, copy of agreement | Auto renewal | District Labour Officer (E)                              | Regional Joint Labour Commissioner of the concerned region | Labour Commissioner |
|    |  |   |              | District   | Labour   | Labour              |



|  |  |  |  |  |              |           |
|--|--|--|--|--|--------------|-----------|
|  | Employment and<br>Conditions of<br>Service) Act,<br>1979 |  |  | Labour<br>Officer<br>(HQ) (In<br>respect of<br>whole<br>State) | Commissioner | Secretary |
|--|--|--|--|--|--------------|-----------|

Sd/-  
Labour Commissioner  
o/o the Labour Commissioner

### Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport)

Government have decided to amend the last notification in regard with the items of documents to be attached with application for different services and the time limit to be adhered to by Officers of Labour Department under the Right to Service Act, 2012.

This notification is intended to achieve the above object.

